

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 8/29/2006	EMS 11/2/2004	EMS 9/29/2009	DGC 9/29/2009

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Revision no. 2

## Work Instruction Procedure

### WIP 4.4.61.7 Paper Product Recycling

*This is a printed copy of the original and will not be kept up-to-date.*

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<b>Areas of application:</b>	Department of Public Works and Utilities Shop Complex			

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**Warning!** The information in this document may be out of date and should be reviewed.

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#### Revision schedule

Rev. no.	Date	Description
1	8/29/2006	changed 3.1;3.2;5.2 added 3.1.1;3.2.1;3.3; 3.3.1 deleted 5.2.1
2	9/29/2009	see record for changes

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### WIP 4.4.61.7 Paper Product Recycling

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#### 1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Paper Products.

#### 2.0 Scope

- 2.1 This WIP applies all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of Paper recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

#### 3.0 Responsibilities

- 3.1 The EMS Team
  - 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
  - 3.2.1 Are responsible to participate in the recycling effort.

#### 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

#### 5.0 Process

- 5.1 All eligible Paper Products shall be disposed of in the properly marked containers, this includes white paper, colored paper, and newspaper (see product breakdown posted near recycling bins).
  - 5.1.1 Small containers are located in each shop, except the Vehicle Maintenance Shop they recycle directly into central collection bins.
- 5.2 All containers shall be disposed of to the central collection area for pick-up by recycling contractor.
  - 5.2.1 Recycling contractors will collect recycled paper product.
  - 5.2.2 Recycling contractor will report quantity of paper recycled to Public Works and Utilities Administrative Assistant.
  - 5.2.3 Recorded volume of recycled paper products generated shall be reported to upper management at Management Review Meetings.

#### 6.0 References/Related Documents

- 6.1 Environmental Management Program in Records Registry